

5 February 2009

NUS CAREER FAIR 2009 **ADMINISTRATIVE INSTRUCTIONS AND OTHER USEFUL INFORMATION**

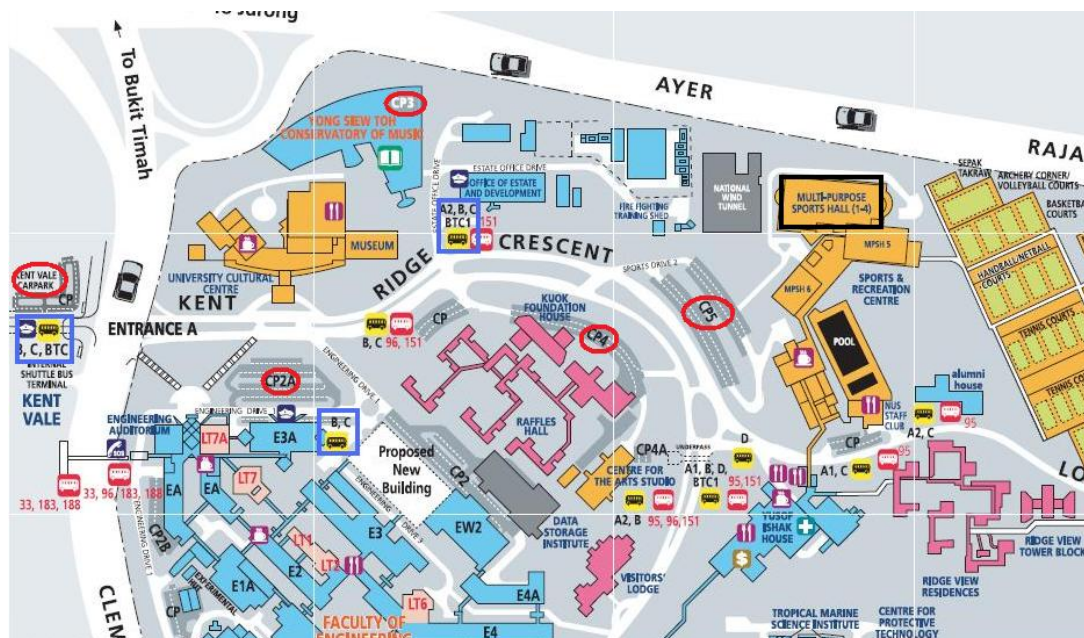
- Event : NUS Career Fair 2009
- Date : Thursday 12 February and Friday 13 February 2009
- Time : 10am to 5pm daily
- Venue : Multi-Purpose Sports Hall (MPSH) 1, 2 and 4
- Expected Attendance : 7000 students over the two days.

EVE OF THE FAIR - WEDNESDAY 11 FEBRUARY

1) Getting There & Parking

- Please refer to the NUS Website for details on the various modes of getting to campus:
<http://www.nus.edu.sg/>
- If you are driving, you may park at parking lots close by to MPSH 1, 2 & 4 are available on a first-come-first-served basis at the following car parks (circled in RED in the map below):

| CAR PARK | LANDMARK |
|----------|---|
| 2A | In front of Block E3A / Opposite University Cultural Centre |
| 3 | University Cultural Centre |
| 4 | Raffles Hall |
| 5 | Sports & Recreation Centre |



- Please do not park on red lots and observe traffic regulations as cars that are parked indiscriminately are subject to wheel-clamping.

NOTE:

- Each complimentary parking ticket may be used on either 12 or 13 Feb and are valid for one use only.
- To use the complimentary parking tickets, please remove your Cash Card from the In-Vehicle Unit (IU) before approaching the gantry and scan the ticket at the gantry upon exiting the car park.
- We regret to inform that due to the limited parking space available, we will not be selling any additional parking tickets.
- Parking fee can also be paid by Cash Card at \$0.0214 per minute, deducted via the In-Vehicle Unit (IU).

2) Moving In and Setting Up

- MPSH 1 & 2 is available for you to move in on the eve of the Fair, Wed 11 Feb 2009 from 12 noon onwards to set up your booth.
- If you are unable to move in on Wed 11 Feb, the event hall will be opened on Thur 12 Feb from 8.30am onwards for you to make final set up arrangements.
- We would also appreciate your cooperation by not pasting or mounting any posters on the walls or pillars.
- Please ensure that your materials are delivered before 6pm as the halls will be closed by then.
- Please do not leave any valuables in the hall as we will not be liable for any lost of items.
- The loading and unloading area is situated in-front of MPSH 1 - 4 (marked with a red cross on the map below).
- The entrance to the loading and unloading area is via Car Park 5, hence there will be parking fee of \$0.0214 per minute.
- Parking fee will be payable by Cash Card, deducted via the In-Vehicle Unit (IU).



3) Network Points for Internet Access

- Please bring the laptops/computers which you will be using throughout the 2-day event for configuration and testing on Wed 11 Feb 2009 from 2pm to 5pm.
- Support staff will be visiting your booth between 2pm to 5pm assisting you on the configuration.
- The network points for internet access have been arranged based on your earlier request and we regret to inform you that we will not be able to cater to additional request henceforth.

OPENING - THURSDAY 12 FEBRUARY

4) Opening Ceremony

- E-Invitation to the Opening on Thur 12 Feb 2009 had been emailed to your representatives from 2 February.
- **Please inform your invited representatives to proceed to the Information Counter outside MPSH1 to collect name tags which will be prepared for them, before proceeding to MPSH 4.**
- Venue : MPSH 4

Programme

| | |
|---------|---|
| 9:15am | Arrival of Guests Registration |
| 9.30am | Arrival of Guest-of-Honour, Professor Tan Eng Chye, Deputy President (Academic Affairs) and Provost of National University of Singapore |
| 9.35am | Opening Address by Professor Tan Eng Chye |
| 9.50am | Speech by Mr Lim Chai Boon, Deputy Executive Director of Singapore Business Federation |
| 10.00am | Signing of MOU |
| 10.10am | Guest-of-Honour to visit the booths End of Opening |

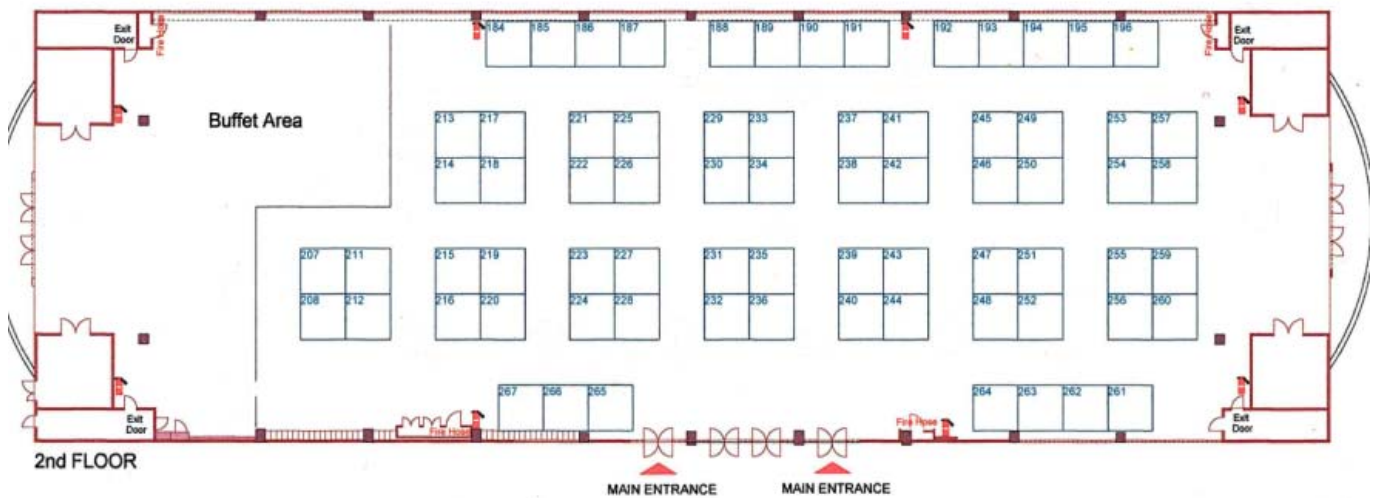
DURING THE FAIR - THURSDAY 12 FEBRUARY & FRIDAY 13 FEBRUARY

5) Fire and Evacuation Procedure

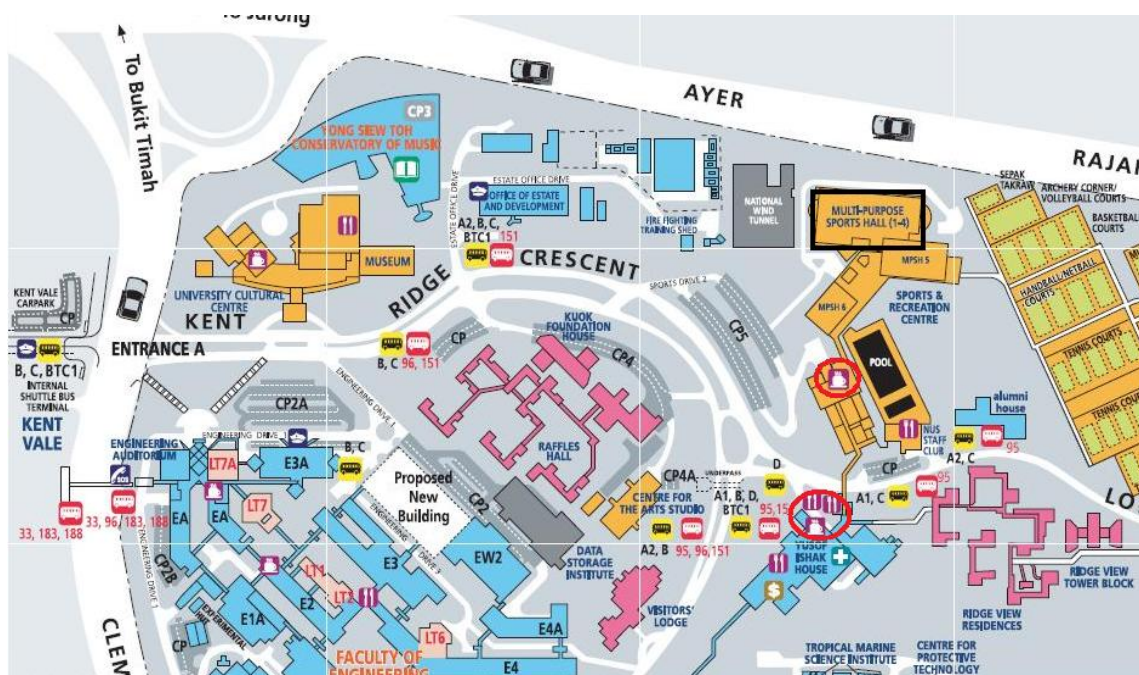
- The Office of Safety, Health and Environment has prepared an emergency evacuation procedure (Annex A) for your reference. For your safety, do take time to read through it.

6) Lunch

- Lunch will be served at MPSH 2 (as indicated in the plan on the following page) from 11.30am to 2pm.
- **Please bring along your Yellow Lunch Coupons to the lunch area for Thur 12 Feb 2009.**
- **Please bring along your Red Lunch Coupons to the lunch area for Fri 13 Feb 2009.**
- We regret to inform that we will not be selling additional lunch coupons as food is pre-catered.



- Other food outlets are available at the Sports & Recreation Centre (Swimming Pool) and Yusof Ishak House. They are within walking distance from MPSH 1 & 2 (circled in red in the map below):



7) Interview Rooms

- There will be two interview rooms at the NUS Career Centre's booth located in MPSH1 and two in MPSH2 (booth 184 and 185) for your use, on a first-come-first-served basis.
- Please feel free to approach us if you need us to pre-book certain time slots for your company (subject to availability).

AFTER THE FAIR (FRIDAY 13 FEBRUARY)

8) Removal of exhibits

- We request that all exhibits be removed immediately at the end of the second day of the Fair, Fri 13 Feb 2009 by 7pm. The booths will be dismantled at the end of the Fair.

OTHER INFORMATION

9) No Smoking

- We wish to inform you that the NUS is a smoke free campus, hence smoking is strictly prohibited on campus.

We hope the above information has been useful and should you require more information, please do not hesitate to approach us at the Information Counter outside MPSH 1

Thank you & Best Regards

Venetia Ng (Ms)
NUS Career Centre